

DIVISION CHIEF, REGISTRAR OF VOTERS

DEFINITION:

Under administrative direction to coordinate, plan, monitor and direct, the activities of either the Voter Services or Precinct Services Division of the Registrar of Voters office, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is allocated only to the office of the Registrar of Voters. Incumbents have primary responsibility for initiating, directing and recommending policy for the planning, management, and procedural activities of the Voter Services or Precinct Services Divisions. This class differs from the next higher class, Assistant Registrar of Voters, in that the Assistant Registrar assists in the management of the entire department, whereas the Division Chief is responsible for the management of one division within the department.

EXAMPLE OF DUTIES:

Provides analysis, interpretation and methods of compliance for a broad range of Federal, State and local statutes, laws, regulations and opinions related to the conduct of elections; monitors the status of critical election events; prepares bid packages and monitors contract compliance with election services vendors; evaluates and reports to the Registrar or Assistant Registrar the progress and execution of election activities; assigns, reviews and evaluates the workload of the division through subordinate staff; assists in the preparation of policy statements, directives, bulletins and procedure manuals for use by Division staff; coordinates the Division's data processing needs with the department's Technical Services Division; develops budget and staffing requests and justifications for the Division.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Program management including budget development, supervision, program development and evaluation, and policy development and implementation.
- Principles and practices of supervision and training.
- Principles of public administration and management.
- Principles of office management.

General Knowledge of:

- The General Management System in principle and practice.

Skills and Abilities to:

- Read, interpret, and effectively communicate to others Federal, State and local rules, laws, policies and procedures related to conduct of elections.
- Exercise independent judgment and initiative.
- Effectively organize and schedule the workload and activities of the division.
- Supervise, train, and evaluate the work of subordinate staff.
- Develop policies and procedures and make recommendations to the Registrar/Assistant Registrar.

- Forecast and analyze division needs, including budget and staffing.
- Compile, compute and summarize data and reports related to election operations.
- Deal effectively with elected and appointed officials, vendors, employees, the news media and the general public.
- Recognize problems of a sensitive or political nature and bring them to the attention of the Registrar/Assistant Registrar.
- Prepare bid packages and monitor contract performance with election service vendors.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Bachelor's degree from an accredited college or university in public administration, business administration, or a related field; AND four (4) years of experience in program management including budget development, supervision, program development and evaluation, and policy development and implementation; **OR**
2. Eight (8) years of election experience such as supervising the operations of a section responsible for carrying out processes and procedures related to the administration of an election.

Note: A master's degree in public administration, business administration or related field may substitute for one year of the required experience. Experience may substitute for the education requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Conflict of Interest:

Those hired will be required to file a Conflict of Interest Statement within 30 days of appointment in accordance with County Codes and department policy.

Working Conditions:

Incumbents in this class may work on weeknights and weekends. Leave may be restricted during election cycle.